

INFORMATION NEEDED FOR CENTRAL EPMD INFORMATION SYSTEM

Note: Agencies will normally only need to provide information specified in IB and IIB on positions already in the system (and IA7 for ST positions). There are underlines on Attachment B where these should be inserted.

I Information Needed on Positions (line 1 in Attachment B)

A. Information on positions as they currently exist (provided by OPM for positions in the EPMD Information System as of April 10, 1979, and listed in alphabetical order of incumbents):

1. CERT# - Certificate Number. For positions not already in system leave cert# blank.
2. GR - Grade. Enter 16, 17, or 18 for positions in the General Schedule or for positions in other pay plans that are graded equivalently to the GS and 1 to 5 for positions in the Executive Levels. Positions in Public Law 313-type pay system have a number which should be ignored.
3. TITLE - Position Title. Enter official position title.
4. PAYPL - Pay plan.

EX for positions currently in the Executive Level Pay Plan

GS for positions currently in the General Schedule

ST for positions currently covered by 5 USC 3104 or similar Public Law Authority

Codes shown in FPM Supplement 292-1 for positions in other pay plans when the positions will be moving into SES, GS, or ST or remaining under OPM purview.

5. APPTAUTH - Appointment Authority. Enter the appropriate code from the following list:

CE - Career Executive Assignment
LE - Limited Executive Assignment
NC - Noncareer Executive Assignment
SA - Schedule A
SB - Schedule B
SC - Schedule C
XS - Excepted by statute
CO - Competitive (in EX or ST)
PS - Presidential with Advice and Consent of the Senate
PA - Presidential

6. ESTDATE - Establishment Date. Enter date position was established,

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7. OCCU - Occupational Series. Enter Occupational series commonly used in the classified civil service. (Agencies are asked to insert this for ST positions as it has not been in the EPMD Information System.)
8. GEOGLOC - Geographic Location. Enter 9 digit code from GSA publication, "Worldwide Geographic Location Codes."
9. MGR - Supervisory or Managerial Position. Enter M for Manager, S for Supervisor, and A for all others. Managers and Supervisors are defined in Supervisory Grade Evaluation Guide.

B. Information on Existing Positions that must be supplied by agencies:

1. POSITION# - Position Number. Insert the position number that will be appropriate for the new EPMD Information System. Instructions on how to number positions are attached to Bulletin 920-16 and with each Executive Personnel Transaction form, OPM Form 1390. The numbers should reflect the pay plan.
2. G/CR - SES General or Career Reserved position. For positions that have been designated SES, enter G for General or CR for Career-Reserved.

II Information Needed on Individuals (line 2 in Attachment B):

A. Current information on all individuals presently employed (provided by OPM for individuals in EPMD Information System as of April 10, 1979):

1. SSN - Social Security Number. If position is vacant leave blank.
2. LAST NAME FIRST NAME MI - Name. Enter name in order indicated. If position is vacant, enter VACANT. If position has been cancelled, enter CANCELLED (PERMANENT) or CANCELLED (TEMPORARY).
3. SEX - Enter F for females. Leave blank for males or when position is vacant.
4. STSALARY - ST salary. Enter 5 digits of salary for ST incumbents or incumbents of other ungraded pay systems (i.e., 45500).
5. INCDATE - Incumbent date. Enter date incumbent went into this position or date position became vacant or was cancelled, giving YR-MO-DAY.

B. Information on incumbents of positions designated SES (whether or not the incumbent is converting) that must be supplied by agencies:

1. 5YRCONT - 5 years of current continuous service in the civil service immediately preceding initial appointment to the SES. (Usually July 13, 1979.) Disregard any break in service of 3 days or less. Enter Y if incumbent has this service and N if he/she doesn't.
2. ESAPPTAUTH - SES Appointment Authority. Enter the SES appointment authority offered the incumbent by one of the following codes:

3. PAYRATE - SES Pay Rate. Enter the SES pay rate offered the incumbent by
1 to 6.